

Commission for Statewide Contracts to  
Support Employment for Individuals with Disabilities  
Division for the Visually Impaired  
1901 N DuPont Highway  
Biggs Bldg. Conference Room  
New Castle, DE 19720  
Meeting Minutes  
December 18, 2018

**Members Present:** Clint Walker, Chair, Doyle Dobbins, Vice Chair, Elisha Jenkins, Director, Division for the Visually Impaired (DVI/EX-Officio), and Dean Stotler, Director, Government Support Services (GSS).

**Members Present by Phone:** Julie (Jo) Donoghue, Deputy Attorney General's Office, (DAG/Counsel), Jamie Johnstone, Department of Finance, Thomas Cook, Ability Network of Delaware (A.N.D./Ex-Officio), and Cindy Farmer, member.

**Members Absent:** Carvella Jackson, member, Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR).

**Others Present:** Jill Morrison, Division for the Visually Impaired (DVI), Michele Hamilton, Division for the Visually Impaired (DVI), Kristy Trudel, Ability Network of Delaware (A.N.D.), Caleb Pinder, Public, John Pinder, Public, and Jeff Pinder, Public.

**Others Present by Phone:** Wayne Marsh, Public.

A quorum was determined and the meeting was called to order at 2:00 PM.

**Approval of Minutes:**

Doyle Dobbins moved to accept the November 20, 2018 meeting minutes with the correction to clarify the statement of the item for deferment under new business. Dean Stotler seconded the motion. Motion carried.

**Old Business:**

Doyle Dobbins proposed the question will the increase of the minimum wage impact the temporary employment program. Dean Stotler, GSS, responded that would be predicated by how many individual positions are currently being serviced through the set-aside portion of the temporary employment program. Mr. Stotler is not aware of any positions affected, and has requested A.N.D. to look across the full spectrum of set-aside contracts to identify positions in order to assure the salary portion is appropriately captured.

**New Business:**

Thomas Cook requested deferment of the price adjustment item from Easterseals due to minimum wage increase to the January meeting for the following sites:

- a) Szabo
- b) Board of Elections
- c) DART

d) Fire Marshall/School

**Report of the Chair:**

The Chair did not have an additional report

**Report of the Sub-Committees:**

- 1) Regulations Sub-Committee: No Report.
- 2) Central Non-Profit Agencies Subcommittee: Dean Stotler reported that the Recertification Period that closed October 31, 2018 did not receive any applications and the next application period opens March 1, 2019 with applications due by April 30, 2019. Thomas Cook questioned the multiple times a year recertification process may be excessive and requested that the CNA subcommittee consider looking into this further. Dean Stotler, chair of the CNA subcommittee agreed to convene a meeting during the first quarter of calendar year 2019 to open a conversation on the question of CNA recertification process being multiple times a year. Jo Donoghue confirmed that the number of times a year for the CNA recertification process is an existing Regulations requirement.

**Report-Ability Network of Delaware (A.N.D.)**

Thomas Cook reported A.N.D. is recruiting for a Business Development Associate and a Coordinator of Janitorial Services.

**Public Comment:**

Clarity on the meaning of CNA was requested. Clint Walker, Chairperson, responded it is an acronym for Central Nonprofit Agency and Doyle Dobbins responded it is used to identify the organization that manages the process of working with the community services providers.

**Adjournment:**

Dean Stotler made the motion to adjourn. Doyle Dobbins seconded the motion. Motion carried. Meeting adjourned at 2:36 PM

Next meeting date is Tuesday, January 15, 2019 @ Division for the Visually Impaired  
1901 N DuPont Highway, Biggs Bldg. Conference Room, New Castle, DE 19720

Respectfully submitted,  
Michele Hamilton  
Administrative Specialist  
Division for the Visually Impaired